

# Office of Real Estate Appraisers



*Equal Opportunity Employer  
Job Opportunity*

## **Office Assistant (Typing or General) – Permanent-Full Time**

**NOTE: ALL HIRES ARE SUBJECT TO HIRING FREEZE.**

The Office of Real Estate Appraisers has vacancies for 2 Permanent Full-time Office Assistant (Typing) or Office Assistant (General). OREA is located at 1102 Q Street, Suite 4100, Sacramento, CA 95811.

### ***Duties of the position include:***

- Daily receptionist duties: includes responding to public inquiries on the phone or in person, providing general information on licensing requirements and filing complaints.
- Answer, screen and transfer incoming phone calls.
- Maintain, organize, and track Licensing, Enforcement and educational files and log files on database and in file room.
- Log and scan files on the computer database and provide files to staff.
- Process incoming mail and route to appropriate areas.
- Process outgoing mail including postage metering and prepare specialized mail.
- Prepare informational publications for mailing and prepare mail for courier services.
- Review applications and requests to determine if correct fees and required items have been submitted.
- File forms, reports, and correspondence into Licensing and Enforcement files in accordance with policies.
- Photocopying and distributing documents.

### ***Desirable Requirements:***

- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to follow oral and written instructions and communicate effectively.
- Excellent attendance and interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team.
- Ability to interpret and apply laws, rules, regulations, policies and procedures
- Personal computer experience using Word, Excel, or an equivalent application

**Salary Range: OA (T) \$2143 - \$2826      OA (G) \$2074 - \$2770**

### ***Who may apply:***

Current State employees at the Office Assistant (Typing or General) level, individuals who are transferable to the class or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application. Please indicate RPA# 10-007 on your application in order to be considered for this position.**

### ***Submit Applications to:***

Department of Real Estate  
P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

### ***For information on the position contact:***

Diane Westphal  
Deputy Director  
(916) 440-7875

**California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)**

## **Final Filing Date: Open Until Filled**

**Applications may be obtained from the SPB website at <http://www.spb.ca.gov>** Applicants will be screened based on the Desirable Qualifications shown above and only those most qualified will be invited to interview.